



Items

**100a. Administration Correspondence Files – General.** Records relating to administration that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

1

(1) Recordkeeping copy (paper) DESTROY when 2 years old ***Disposition Pending***

(2) Electronic mail and word processing system copies:

2

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the recordkeeping copy has been produced ***Disposition Pending***

3

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete ***Disposition Pending***

**300a. Planning and Management Correspondence Files- General.** Records relating to planning and management that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

4

(1) Recordkeeping copies (paper) DESTROY when 2 years old ***Disposition Pending***

(2) Electronic mail and word processing system copies:

5

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the recordkeeping copy has been produced ***Disposition Pending***

6

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete. ***Disposition Pending***

**700a. Auditing Correspondence Files – General.** Correspondence relating to auditing that cannot logically be filed with detailed records listed below or is received for information only and on which no action is required.

7

(1) Recordkeeping copy (paper). DESTROY when 2 years old ***Disposition Pending***

(2) Electronic mail and word processing system copies

8

(a) Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the recordkeeping copy has been produced ***Disposition Pending***

## Items

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(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete.  
**Disposition Pending**

**800a. Investigations Correspondence Files - General** Correspondence relating to investigations that cannot logically be filed with detailed records listed below or that are received for information only and on which no action is required

10

(1) Recordkeeping copy (paper) DESTROY when 2 years. **Disposition Pending**

(2) Electronic mail and word processing system copies

11

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy DELETE within 180 days after the recordkeeping copy has been produced. **Disposition Pending**

12

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy DELETE when dissemination, revision, or updating is complete.  
**Disposition Pending**

**900a. Inspections Correspondence Files - General** Correspondence relating to the IG inspections function that cannot logically be filed with detailed records listed below or received for information only and on which no action is required

13

(1) Recordkeeping copy (paper). DESTROY when 2 years old. **Disposition Pending**

(2) Electronic mail and word processing system copies

14

(a) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. DELETE within 180 days after the recordkeeping copy has been produced. **Disposition Pending**

15

(b) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DELETE when dissemination, revision, or updating is complete  
**Disposition Pending**